

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Current Interest Items

1. Tax Deductibility of Appointee Travel Payments

A Treasury Department circular came to our attention during the week which advised agencies of a change in the Internal Revenue Code (effected by the February 1964 amendments) regarding the taxability of appointee travel payments. Upon inquiry, the Office of General Counsel advised us that they had been working with the Office of Finance on this matter and we are requesting further details from that office.

In general, the change will permit individuals who change jobs to deduct their expenses of relocating from one city to another. In the case of individuals who receive reimbursement for such expenses, such reimbursement must be reported by the individual as income but can then be deducted as travel expense.

As soon as accurate information can be obtained as to the effective date of this change and any restrictions on the amounts or items which are deductible, we will notify our field recruiters and applicants-in-process of this important change.

2. Physical Fitness Room

At a meeting which he called on 24 April, the Executive Director - Comptroller instructed the offices concerned to take immediate action toward installing a Physical Fitness Room in headquarters building.

The General Counsel's Office has advised that the cost of this facility can properly be paid from appropriated funds and available space has been located which can be modified to be suitable for such a facility.

3. Service Academy Recruitment

The United States Naval Academy has notified us regarding three additional members of the 1964 class who will not be commissioned for medical reasons. We have written to these young men about exploring civilian employment opportunities for employment with the Agency.

Neither the first Naval Academy referral [redacted] nor the West Point referral [redacted] have yet returned their application forms. Follow-up letters have been sent to them. Neither of the other academies has made any referrals as yet.

4. Barbershop

The barbershop concessionaire at the State Department, who had previously indicated to Agency officials that he wanted to discuss establishing a facility at headquarters building, has now advised us that he does not want to bid on our facility. The concessionaires from Navy and from NSA/AEC are preparing formal proposals which we expect to have in hand during the week of 27 April.

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5. Change in CPB Working Hours

During the course of the Inspector General's survey of the Central Processing Branch, attention was called to the fact that the working hours of CPB were different from those of its principal customers. CPB, as a DD/S element, had been assigned to the 7:00 - 5:30 shift upon relocation to headquarters building; DD/P is, of course, on the 8:30 - 5:00 shift.

As soon as an orderly change can be made (with due regard for car pools, etc.), CPB's hours will be changed to 8:30 - 5:00. We will prepare an Employee Bulletin announcing this change.

6. White House Details

25X1A9a The White House has obtained a three-month extension of the detail of [REDACTED], GS-3. Some of the young men who have been detailed to the White House as messengers or couriers for a year or more have informally indicated to us that they would prefer reassignment to an Agency position. When replacements are available, we propose to work out with the White House Personnel Office a plan for returning these young men to the Agency after they have served an extended period there.

7. Credit Union Statements

Individual quarterly statements of accounts as of 26 March 1964 will be distributed to Credit Union members during the week of 27 April.

8. UBLIC

The face value of new and increased UBLIC policies is now almost \$44,000,000 which brings the total coverage under this program to almost \$77,000,000.

Emmett D. Echols  
Director of Personnel

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